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CIA-RDP70-00211R000200110057-4

Report for Week Ending 1 August 1956
from
FORMS MANAGEMENT BRANCH

Numbered Projects

4-85 - Information Report Study [REDACTED] - In a series of meetings with 25X1A9a
RC/RQM, FE, EE, WH and NEA/DD/P officials over the past several weeks
agreements have been reached to further expand the scope of usage of 25X1A6a
Forms 1a, 1a-1; 1b, and 1c to field stations in [REDACTED]. When
these forms are fully installed a substantial portion of both the Field
and Headquarters reports will be simultaneously typed in the field,
eliminating most retying and reediting of these reports by Headquarters.
This will speed the information flow materially from these areas. Further
expansion to other stations is contemplated in the near future.

General Information

25X1A9a 1. Forms Contract [REDACTED] - Joint evaluation of bids by PD/LO and FMB/RMS
continues. Prices are being analyzed on the basis of last years business.

25X1A9a 2. Telephone Inquires on Authorized Overseas Use of Standard Forms -
[REDACTED] - During the week telephone requests involving the
authorized overseas use of thirty-three standard forms were handled by
this office.

3. Form Samples Furnished Area Records Officer - [REDACTED] - Copies 25X1A9a
of all available forms listed under the Office of Logistics (OPI No.35)
have been furnished to the Area Records Officer of Logistics. 25X1A9a

25X1A9a 4. Detailed to Finance Division, Office of the Comptroller - [REDACTED]
On Thursday of the past week Mrs. [REDACTED] was detailed to the Finance
Division to help provide the extra assistance needed by that office in
getting out the regular bi-weekly pay checks on the following day.

Pending Projects

DCI Area

25X1A9a 1. Cable Forms [REDACTED] - Proofs of the new cable forms, Nos. 12, 12a, and
12a-1, were approved with minor corrections and returned to the printer.

DD/S Area

25X1A9a 1. Proposed Revision "Biographical Data Form" Form No. 38-48a [REDACTED] -
A meeting has been scheduled with officials of the Office of Security to
straighten out any problems and make the changes necessary to expedite
this revision. This project has been somewhat drawn out and it is hoped that it
is now nearing completion. There are at present several other forms the
Office of Security is anticipating our action on and they have indicated
they would like them handled as a package deal.

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Completed Projects

DD/S Area

I. Registry Project [REDACTED] - The proposed changes in handling "Suspended Items", submitted with the Chief, Project Staff to the Secretary of the DD/S has been adopted. This project is now complete and will require only periodic reviewing.

Pending Actions Summary

| <u>TYPE</u> | <u>DD/I</u> | <u>DD/P</u> | <u>DD/S</u> | <u>STOCK</u> | <u>TOTAL</u> |
|-------------|-------------|-------------|-------------|--------------|--------------|
| New | 3 | 2 | 8 | | 13 |
| Revision | | 1 | 7 | 8 | 16 |
| Reprint | | | | | |
| Total | <u>3</u> | <u>3</u> | <u>15</u> | <u>8</u> | <u>29</u> |

Completed Actions Summary

| <u>TYPE</u> | <u>DD/I</u> | <u>DD/P</u> | <u>DD/S</u> | <u>STOCK</u> | <u>TOTAL</u> | <u>NO.OF COPIES</u> |
|-------------|-------------|-------------|-------------|--------------|--------------|---------------------|
| New | 4 | 1 | 1 | | 6 | 62,000 |
| Revision | | 1 | 2 | | 3 | 7,000 |
| Reprint | 3 | | 3 | 4 | 10 | 101,300 |
| Total | <u>7</u> | <u>2</u> | <u>6</u> | <u>4</u> | <u>19</u> | <u>170,300</u> |

Redesignated 0
Obsolete 4

Employee Suggestions 3

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